

A Community of Excellence

Development Services Department

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PRELIMINARY PLAT PRE-APPLICATION

APPLICATION & PROCESS GUIDE

TOWN OF GILBERT PLANNING SERVICES DIVISION

http://www.gilbertaz.gov/departments/development-services/planning-development

PRELIMINARY PLAT PRE-APPLICATION PROCEDURES

The Town has implemented a Pre-Application review for projects that will progress through other approval processes. The Pre-Application process has been created to streamline the overall process. The applicant should note that this is a required review prior to submittal of a Preliminary Plat application. Pre-Application review is not required for Preliminary Plat amendments. Please see fee schedule for current fee. A representative of the applicant must be present at the Pre-Application meeting.

A Preliminary plat pre-application must be a concurrent review with a rezoning pre-ap or the land must have the appropriate zoning for the proposed project.

The Pre-Application process takes approximately two (2) weeks. Preliminary Plat Pre-Application review process steps are as follows:

- 1. Application Filing For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of application submittal. Applications are accepted daily until 6:00 p.m. Monday through Thursday. Applications received by 6:00 p.m. Thursday will be scheduled for the next available Monday meeting. When Thursday is a Town recognized holiday, those submitted by 6:00 p.m. Wednesday will be scheduled for the next available Monday meeting. If the schedule is full, the project will be scheduled for the next available Monday meeting. If Monday is a holiday the preapplication meeting will be held on Tuesday.
- 2. *Staff Review of Submitted Application* Staff conducts an initial review of the proposal. Applicant is notified of the time and place for the Pre-Application meeting.
- 3. Pre-Application Meeting
 - a. The applicant or representative meets with staff of all affected departments to discuss the project and pertinent issues; and
 - b. Comments from the Pre-Application meeting will be sent to the applicant within two weeks following the meeting.

PRELIMINARY PLAT PRE-APPLICATION CONTENT REQUIREMENTS

SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT THE APPLICATION AS A HARD COPY.

1.	Pro	oject Narrative							
		Describe proposed project; Provide information on how the project complies with zoning requirements and the General Plan;							
		Description of proposed refuse and recycling collection system if other than standard Town collection from individual lots; and,							
		If the plan has been designed to the ULDC or LDC code requirements.							
2.		reliminary Plat - please show dimensions clearly as we will be reviewing on a mputer screen							
		Vicinity Map;							
		Key map on each page, if plat consists of more than two pages;							
		Scale, north arrow, and dimensions;							
		Proposed subdivision name;							
		Typical lot dimensions;							
		Number each lot individually with the last lot number circled;							
	ч	Indicate area of all lots, total number of lots, total lot area and corresponding zoning classification;							
		Table of tracts indicating use, tract area, and total tract area;							
		Location of existing and proposed multi-use and pedestrian trails;							
		Permanent structures to remain, including water wells and utility lines within or adjacent							
		to property;							
		Location, widths and names of all platted streets, railroads and utility right-of-way of							
		public record;							
	Ч	Adjacent rights-of-way and easements showing existing and future improvements, access							
	П	points, etc; Layout of proposed streets and alleys, giving widths and proposed names- show turning							
	_	radius of 35' inside/55' outside;							
		Proposed right-of-way dedications;							
		Street cross sections;							
		Designation of all land to be dedicated or reserved for public use, with the use indicated;							
		Conceptual drainage;							
		Identification of on- and off-street guest parking;							
		Adjacent zoning districts within 300 feet;							
		Adjacent lot lines and structures within 300 feet; and Table indicating development land use data:							
	_	o Gross and net acres;							
		 Current Zoning District(s) and General Plan Classification(s); 							
		 Percent of total acreage in each zoning category; 							
		o Number of dwelling units (Residential plats only);							
		 Open space/landscape areas and percentages; and 							
		Other tracts and purpose.							

PRELIMINARY PLAT PRE-APPLICATION APPLICATION



PAGE 1 & 2 ARE THE ONLY HARD COPY PAPERS NEEDED WITH THIS APPLICATION – ALL EXHIBITS ON THE CHECKLIST SHALL BE SUBMITTED IN A .PDF FORMAT ON A CD.

Received By:

Due to at Nomes									
Project Name:									
Address or Location	:								
Request: Preliminary Plat				☐ Preliminary Plat Amendment					
Proposed Project De	tails:								
Tax Parcel Numbers	:								
Gross Acres:			Zoning	g:					
General Plan Charac (if applicable)			Santan Gateway			Heritage I Morrison			
Overlay Zoning Dist			Santan Freewa Vertical Devel			Phoenix M	lesa Gateway	Airport	
Property Owner: (P Company:	lease print -	all info	must be prov	ided)					
Contact Name:				E-mail:					
(print) Address:									
City, Zip:									
Phone:				Fax:					
Signature:				Date:					
* A letter of authoriza	owner is require	quired if the application is not signed by the owner.							
Applicant/Contact:	(Please prin	t - all in	fo must be pro	ovided)					
Company: Contact Name:				E-mail:					
(print)				_ L-man.					
Address:									
City, Zip: Phone:				Fax:					
Signature:				Date:					
			FOR STAFF U	SE ONLY					
Submittal Date				EDEN Permit Number					
Case Number				EDEN Permit Type PPDR					
Pre-Application Meeting Date:				Subsequent Meeting ☐ Yes ☐ No					
Fee Paid		Receipt Number							

Received By: Date:

Preliminary Plat Pre-Application Checklist

PLEASE HELP US CONSERVE PAPER. SUBMIT ALL DOCUMENTS ON A CD AND SUBMIT THE APPLICATION AS A HARD COPY.

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Fee (see Planning Fee Schedule) http://www.gilbertaz.gov/home/showdocument?id=1038		
Provide a PDF copy on the CD <u>and</u> submit the original – Application		
Provide a PDF copy on the CD only - Project Narrative		
Provide a PDF copy on the CD only - proposed preliminary plat with images formatted no larger than 11" x 17", saved in a single layer with no write protection		